



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Communications Manager [Unclassified]</b>			Salary <b>TBE</b>	
Posting Number <b>281-21</b>	Position Number <b>009447</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/30/2021</b> To: <b>10/14/2021</b>	
Location: <b>55 N. Willow Street Trenton NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>				
<p>Within the Office of Communications assists with the design and preparation of community outreach and media campaigns that will enhance the ability for Spanish-speaking constituents to understand the Department of Health's programs and activities. Responsible for preparing informational materials, department position statements and other related media for Spanish speaking external stakeholders. Responds to general information requests by media and external stakeholders by providing information in verbal and written formats and assists with writing, editing and preparing informational materials in Spanish for radio, website and television and other related activities.</p> <p>Serves as spokesperson to Spanish speaking press and handles Press calls with Univision and Telemundo and other Spanish speaking press and coordinates with the Department's Digital Web Editor to ensure website has material available for Spanish language speaking residents</p>				
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>				
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.</p>				
<b>IMPORTANT FILING INSTRUCTIONS</b>				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b><i>PSTMA@doh.nj.gov</i></b></li><li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #281-21 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

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AUGUST 20